

**Community Development Authority of the City of Manitowoc  
Meeting Minutes  
Wednesday, December 18, 2018**

I. CALL TO ORDER

Acting Chairman A. Doneff called to order the regular meeting of the Community Development Authority at 4:00 p.m. on December 18, 2018 at the Community Development offices.

II. ROLL CALL

P. Haelfrisch conducted the roll call.

III. APPROVAL OF MINUTES of the regular October 17, 2018 Meeting

Acting Chairman A. Doneff asked if there were any corrections or additions to the minutes of the regular meeting held on October 17, 2018.

The following action was taken.

Motion by: Ald. Novak

Seconded by: Ald. Kummer

Moved that: the CDA approve the minutes of the October 17, 2018 meeting

Upon vote: the motion carried unanimously

IV. MANITOWOC PUBLIC HOUSING BUSINESS

A. Financial Report and Approval of Monthly Expenditures

P. Haelfrisch discussed the monthly reports of finances and expenditures she had provided to the Board members.

The following action was taken:

Motion by: Ald. Novak

Seconded by: E. Roth

Moved that: the CDA approve and authorize payment of the November and December, 2018 expenses

Upon vote: the motion carried unanimously

B. Certificate of Deposit Update

P. Haelfrisch referred to the Certificate of Deposit survey she had given the Board members. Due to the November meeting cancellation, P. Haelfrisch had to renew the Manitowoc HA's C.D. that came due 12/08/18. After completing the survey; P. Haelfrisch conferred with Board Chairman J. Stangel and transferred the C.D. from Investor's Bank to Bank First WI for a higher 12 mos. rate. P. Haelfrisch explained that it was decided to go with the 12 mos. rate due to future increasing interest rates on C.D.s.

C. Miscellaneous Policy Approvals (attached)

P. Haelfrisch discussed the two updated policies the Board members received with their paperwork for the meeting. The first policy deals with Internal Control Procedures which had been updated for the HUD audit she had on 12/12/18. This policy was extremely outdated as she now has tenant accounting software and no longer uses ledger cards or manually writes receipts. Board Chairman J. Stangel did approve and sign the policy in order to have it ready for the HUD audit.

P. Haelfrisch discussed the Procurement policy for the Manitowoc Housing Authority. This policy had minor changes for clarity in the wording; however, the main two changes had to do with the limits of micro purchases and small purchases. HUD has approved an increase in the amount of these two types. The micro purchase limit is now \$10,000 instead of \$2,000. This allows the purchaser to go with one quote for any purchase up to \$10,000. The small purchase limit has increased from \$100,000 to \$150,000. This allows the purchaser to obtain three quotes on purchases that do not exceed \$150,000. A clean audit must be ascertained in order to use the new amounts.

The following action was taken:

Motion by: Ald. Novak

Seconded by: E. Roth

Moved that: the CDA approve updated Internal Controls Procedures and Procurement Policies for the Manitowoc Housing Authority

Upon vote: the motion carried unanimously

D. Audit Report

P. Haelfrisch reported that her audit was done on 12/12/18 and there were no findings. Copies of the report will be given to the Board members in February/March.

E. HVAC / Heating Update

P. Haelfrisch updated the Board members on the issues with the HVAC and boilers. She reminded the Board members that she had gone with another company (Energy Control and Design out of Appleton) to get their perspective on the air makeup units and boilers. After inspecting the boilers, it was determined that pins were sheared off on the heat exchangers of three of the boilers causing a gasket to rupture which

allowed heat to escape and char the inside of the boilers. A tech from ECD spoke with the manufacturer Prestige makers of Triangular Tube boilers. The rep stated the boilers were under warranty and Prestige would provide three new heat exchangers; however, the labor to replace them would have to be paid by the Manitowoc HA.

F. 2017 Capitol Fund Project

P. Haelfrisch reported she met with the architect in regards to the Stove/Refrigerator replacement project. It will go out for bid in January.

G. Energy Performance Contract

P. Haelfrisch has turned down this contract on advice from HUD field rep. However, she has had a rep from Hubbartt Electric do an audit of the exterior and interior lighting of the building in regards to switching from fluorescent to LED lighting. The audit produced a substantial reduction in the electric bill for Manitou Manor.

P. Haelfrisch would like to pursue this project and welcomes any comments from the Board members.

It was recommended that P. Haelfrisch contact the Energy Bank for a second audit and verify the data given with Manitowoc Public Utilities.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

The fund balance was reported. P. Wills, Progress Lakeshore, reported on the Strand Theater loan project status. He also reported that the State of Wisconsin has announced the CDBG ED RLF Close Out Program will begin February 1, 2019. More information regarding the program will be forthcoming from the State of Wisconsin.

B. Design Review: 1011 S 10<sup>th</sup> Street – Sign

CDA members discussed a more decorative and historic design for the projecting sign bracket. Additional discussion ensued regarding the design guide lines.

The following action was taken:

Motion by: J. Novak

Seconded by: D. Tienor

Moved that: the CDA direct staff to obtain additional information from the applicant for member review prior to approval including: 1) Sign graphic that includes more detail of how the sign will be mounted to the building and possibly the inclusion of a more decorative and historic projecting sign bracket 2) Compliance with the Manitowoc Municipal Code 3) A building permit shall be obtained 4) An approved Hold Harmless Agreement shall be on file with the City of Manitowoc.

Upon Vote: the motion carried unanimously

C. Revolving Loan Fund Application: None

VI. OTHER BUSINESS

- A. Monthly Report on 1512 Washington Street Demolition (Mirro Site)  
J. Novak discussed a proposed decorative screening project and fencing reinforcement project along Washington Street. A. Kroner added that she will obtain additional information from Stantec, the City of Manitowoc's site consultant, regarding EPA funding and the testing process to date for presentation at the January 2019 Meeting. D. Tienor provided that Milwaukee School of Engineering (MSOE) architectural students have created six conceptual models of the Mirro site which are on display at the Grow It Forward office.

VII. HOUSING REHABILITATION BUSINESS

- A. Revolving Loan Fund Financial Reports  
The fund balance was reported.
- B. Revolving Loan Fund Application: None
- C. Subordination Request: None
- D. Notice of Bankruptcy or Sheriff's Sale received: None

VIII. ADJOURNMENT

Acting Chairman A. Doneff adjourned the meeting at 4:52 p.m.

ATTENDANCE

Members Present

Emil Roth  
Ald. Lee Kummer  
Ald. Jeremiah Novak  
Anton Doneff  
Dennis Tienor

Staff Present

April Kroner  
Lisa Mueller  
Pauline Haelfrisch

Staff Excused

Members Excused

John W. Stangel  
Gene Maloney

Others Present

Peter Wills  
Ald. R. Gabriel